

**Department:** Economic Development

**Job Title:** Economic Development Specialist

**Suggested Grade/Step:** Grade 16, Step 2 (30,516)

14/2

Effective 10/12/05

**Definition –** To perform a variety of research, analytical and technical duties in support of the County's economic development policy and program objectives: to provide information and assistance to the Marketing Director, County staff, EDC Board, developers and the public; and to provide professional level assistance to the Executive Director of Economic Development.

**DESCRIPTION:**

- Use of well developed office management and research skills including modern computer programs and software, business communication skills, and organizational abilities to provide a high level of professional service to the Economic Development office for Rutherford County.
- Work in a confidential environment and maintain entrusted confidential information.
- Demonstrate continuous effort to improve operations, decrease response time, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Work is performed under the general direction of the Executive Director of the Rutherford County Economic Development Commission but the position must be able to show initiative and to work independently to prioritize and handle multiple tasks simultaneously.

**ESSENTIAL FUNCTIONS:**

**Research and Analysis**

- Collect, compile and analyze data necessary to prepare informational and promotional materials, reports, proposals, correspondence, illustrative charts, tables and or graphs.
- Research, establish and maintain various files and data bases regarding economic development data such as demographics, county statistics, and building / site data.
- Perform local economic and fiscal impact analysis using LOCI<sup>®</sup> software for requested projects.
- Conduct special research projects as requested.

**Communication –**

- Function as first point of contact between the Economic Development office and all incoming phone calls and visitors. Interact at all levels to facilitate the flow of information to multiple groups and disseminate information as necessary.
- Respond to inquiries from consultants, developers, prospective industries, county staff, municipalities, other businesses and the general public; determine focus/needs of inquiries and respond as specifically as possible; and make referrals and/or introductions as appropriate.
- Prepare, assemble and direct to appropriate individuals or organizations marketing materials and supplemental informational packets based on specific need.
- Research and develop effective lead development process with new Marketing Director.



#### **Budget – Finance -**

- Process invoices and purchase orders – resolve errors, inconsistencies, and other problems with the vendors as well as the Finance Office as they occur.
- Track monthly expenditures using self-created Excel spreadsheets (including formulas for expediency and accuracy.) Provide statistical information to Executive Director and EDC Board using Excel for easy manipulation under varying scenarios
- Participate in annual budget preparation.

#### **Website -**

- Manage and maintain EDC website using “backend” website. Work with web developer when new issues arise.
- Research current events to add to latest news giving a positive slant to Rutherford County
- Perform an annual update on current industry in Rutherford County using Existing Industry Survey form. Process survey forms to update website.

#### **Marginal Duties –**

- Provide staff support for Economic Development Commission including producing minutes, agenda and document distribution.
- Maintain office and board meeting supplies.
- Maintain department files and records.
- Perform other related duties as assigned and/or as needed.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Understand and interpret the county’s economic development policy as directed by the Board of Commissioners and carried out by the Executive Director of Economic Development under direction of the County Manager. On a continuous basis, know and understand all aspects of the job.
- Compile, analyze and present statistical data in a meaningful way.
- Establish and maintain a wide network of public and private resource contacts
- Work with various contacts in a tactful and effective manner, to obtain and transmit information; to play a liaison and expeditor role between various departments and/or agencies and private business, industry, consultants, and development representatives.
- Exercise initiative and sound judgment in solving administrative and technical problems.
- Work with interruption and manage multiple projects at one time.
- Use a computer, calculator, telephone, projector, facsimile machine, postage meter and photocopy machine.
- Communicate clearly and concisely, both orally and in writing.

#### **Training and Experience**

- Any combination of education, training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### **Experience:**

Three years of responsible economic development experience.

##### **Training:**

A bachelor’s degree from an accredited college or university with major course work in business, finance, public administration, economics, or a related field.